



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : Case Worker
DEPARTMENT : Hualapai Human Services
CLASS : Full Time/Non-Exempt
SALARY : DOQ
OPENING DATE : January 18, 2016
CLOSING DATE : January 27, 2016

POSITION SUMMARY:

Under the supervision of the Hualapai Human Services Case Manager, performs services to Children and Families as prescribed by 25 CFR Part 20.400 to 20.516.

ESSENTIAL FUNCTIONS:

- Assist in solving family issues.
- Make referrals for Mental Health and Substance Abuse to appropriate service provider.
- Provide services to Adults and Children alleged to be neglected, abused or exploited.
- Referrals for children, elderly and families for Home Maker and Day Care Services.
- Make recommendation to Tribal Court on disposition of a case; including recommendation of alternative resources for treatment.
- To develop Case Plans for clientele.
- Be able to make an assessment of a situation.
- Must have good decision making skills in working with the community and be able to redirect.
- Ability to have a positive working relationship with Tribal Police, ICWA, Tribal Court and other professional associates in matters regarding children, elderly and families.
- Excellent verbal and written communication skills to produce reports to the Tribal Court and the Tribal Prosecutor.
- Must be able to multi-task in working with children and families.
- Attendance @ 100%, due to volume of case work.
- Will attend training/workshops to keep abreast of the trends in working with families/children that encounter domestic violence, substance abuse, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
 - Bachelor's Degree in Social Work, Psychology or related Health Field.
- OR**
- A combination of work experience and education, equaling at least 3 years dealing with issues of a sensitive nature regarding children.
 - Previous working experience with an Indian Community.

- Pass a federal, state and local background check.
- Must have or submit to a fingerprint clearance card.
- Must submit to pre-employment drug/alcohol screening and random screening.
- Must have a valid driver's license and be eligible for the Tribe's Insurance.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources, P.O. Box 179, Peach Springs, Arizona 86434, and Fax No. (928) 769-1191 or call (928) 769-2215/2216, for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 p.m., on the closing date. All applications and supporting documentation submitted becomes the property of the Human Resources Department; please, keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status or physical disability. However, preference will be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYEE PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities.